

ENTERPRISE GIS ANALYST I

GENERAL RESPONSIBILITIES

Works with ITS and user agency staff in geographic information system use, installation, repair, documentation, training, problem solving and projects.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Meet with agencies to determine use of GIS software as a daily tool for improved efficiency of operations
2. Coordinate development and maintenance of geospatial data and mapping needs
3. Provide technical support to user agencies to administer the GIS network, setup and maintenance of workstations
4. Coordinate resource sharing, network planning, and geospatial data standards, data integrity, and archival
5. Install and support software and hardware
6. Maintain up-to-date knowledge of software and hardware methods, trends and techniques
7. Recommend acquisition and implementation of data, software, and hardware based on user agency needs
8. Create, coordinate and maintain mapping projects for user agencies
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations
11. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Geography, Computer Science, or related field, with courses in Geographic Information Systems
2. Three years experience in operation, installation and application of Geographic Information Systems

A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Read, analyze, and interpret technical information
2. Write reports, correspondence, procedures and other required documentation
3. Use computer software programs and/or other applications (ArcGIS Desktop, ArcGIS Pro, ArcGIS Online, ArcGIS Server, and SQL Server)

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Requires criminal background check as condition of employment